

**Dalham Parish Council**  
 Parish Clerk: Antonia King  
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**The Parish Councillors of DALHAM PARISH COUNCIL are summoned to attend the annual meeting of the Parish Council meeting on Thursday 19<sup>th</sup> May 2022 commencing at 8.00pm in Dalham Village Hall. Members of the public are welcome to join the meeting and can speak during the public forum, thereafter, the public are welcome to stay and observe the meeting but may not address the council.**

### AGENDA

1.	Election of Chair including signing of the Declaration of Acceptance of Office for the position.
2.	Election of Vice-Chair (if considered necessary) incl. signing of the Declaration of Acceptance of Office for the position.
3.	Apologies – To receive and accept apologies and reason for absence.
4.	Declarations of pecuniary and local non-pecuniary interests.
5.	PUBLIC FORUM – <ul style="list-style-type: none"> <li>• To receive questions and matters of concern from members of the public in attendance on the agenda.</li> <li>• To receive comments or questions relating to Dalham in general.</li> </ul>
6.	To receive and approve the minutes of the last meeting held on 17.03.2022 and 12.04.22. <i>(Paper copies to be signed off by the Chairman for the file)</i>
7.	REPORTS FOR INFORMATION – <ul style="list-style-type: none"> <li>• Report from County Councillor – Andy Drummond.</li> <li>• Report from District Councillor - Mike Chester.</li> </ul>
8.	Police Matters – To receive reports of interest to Dalham.
9.	Matters arising from Minutes of the meeting – This covers any updates of actions agreed at the last meeting which are not an agenda item. <ul style="list-style-type: none"> <li>• To note the response from Strutt Parker regarding a permissive path along the B105, roadside of the river.</li> <li>• To receive an update on the Quiet Lanes signs.</li> <li>• To note the response from Suffolk Highways regarding the road markings on the junction of The Street and the bridge.</li> </ul>
10.	To receive and consider all financial matters coming forth from the RFO – <ol style="list-style-type: none"> <li>a) To approve items for payment – future and retrospective.</li> <li>b) To note the accounts paid since the last meeting.</li> <li>c) To consider and receive the Bank Reconciliations for period ending 31.03.22 and 30.04.22.</li> <li>d) To approve and sign the internal controls checklist and statement.</li> <li>e) To receive and approve the year end accounts for 2021/2022.</li> <li>f) To note the budget to actual position for year ending 31.03.2022 including variances</li> <li>g) To consider and approve the Certificate of exemption for external audit</li> <li>h) To consider and approve the Annual Governance Statement 2021/22</li> <li>i) To consider and approve the Accounting Statement 2021/22</li> <li>j) To note the date set for exercise of public rights</li> </ol>

*Antonia King*

Antonia King, Proper Officer to the Council.

11.05.2022

	<p>k) To reconfirm acceptance of BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to council) as the preferred method of payment.</p> <p>l) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2022-23.</p>
11.	<p>To receive and consider matters relating to the following:</p> <p>a) Speed and Safety: to receive an update from Cllr Drummond and discuss the options available to the village.</p> <p>b) To discuss the parking issues and the solution offered by Highways regarding double yellow lines, costs and funding options should the solution be considered viable.</p> <p>c) To discuss the ongoing email correspondence between Cllr Riddell and Mr Carr, and to discuss parking issues near the Windmill that Mr Carr has highlighted.</p> <p>d) To discuss ongoing village projects; to include an update on works to the Malt Kiln, Footpath post replacement work and a wildlife friendly village.</p> <p>e) To note the Parish Clerk is appointed as the Council's Responsible Finance Officer for the Council as part of her contract of employment.</p> <p>f) To consider and formally adopt the Model Councillor Code of Conduct 2020 as produced by the LGA.</p> <p>g) Website security – to consider and approve the one-off cost of £36.00 offered by One Suffolk to ensure the site is secure.</p> <p>h) To nominate councillors to undertake the annual inspection of the fixed assets.</p>
12.	<p>Planning Applications to be considered by the council –          DC/22/0539/LB (separate application to DC/22/0438/HH: Householder planning application for the same property): <b>Application for listed building consent - a. single storey extension to north elevation (following demolition of conservatory and existing lean-to), b. one dormer to first floor west elevation, c. replacement doors to east and west elevation, d. replacement of cement render with lime render to existing dwelling, e. repairs and replacements to timber framing and rafters and replacement insulation.</b>  <b>Location: Appletree Cottage Dunstall Green Ousden Suffolk CB8 8TZ</b></p>
13.	To receive any items of correspondence not previously circulated.
14.	Items for discussion at the next meeting.
15.	<p>Date of future meetings:</p> <p>a) Next meeting - Thursday 21<sup>st</sup> July 2022, 7.30pm Dalham Village Hall.</p>
16.	Close of meeting.

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